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| **Position:** | **Youth Development Coordinator (Wellbeing Training)** |
| **Hours:** | **Full time (35 hours per week)** |
| **Contract:** | **Fixed-term contract until end of March 2023, with possibility of extension** |
| **Salary:** | **£22,582 - £27,082** |
| **Responsible to:** | **National Manager** |
| **Responsible for:** | **Delivery staff, tutors, and volunteers** |
| **Based:** | **Glasgow** |

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| **Core Function:** |
| SSF Coordinators are responsible for the ongoing coordination of service delivery in either a designated geographic location or for a specific programme or project. They will act as a critical conduit between strategy and delivery and be responsible for the recruitment and retention of sessional delivery staff and volunteers.  SSF coordinators have responsibility for achieving strategic goals of Developing People, Improving Health and Wellbeing and Strengthening Communities.  The Wellbeing Training Coordinator will be responsible for the coordinator and development of SSF’s Wellbeing Ambassador and Wellbeing Workshop programme.  They will support a team of young leaders who are Wellbeing Ambassadors to deliver the workshops across Glasgow. The Wellbeing Training Coordinator will be responsible for managing the administration and development of the above programmes.  This post will have a Glasgow remit and will sit within the National team. This will occasionally include travel across Scotland, as well as evening and weekend work. |

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| **Duties:** |
| **People** |
| 1. Recruit and retain young leaders as peer educators on mental health and wellbeing 2. Work in partnership and collaboration with the National team to identify and support young leaders, young people and volunteers with training on mental health and wellbeing 3. Provide high-quality training opportunities for young leaders and maintain HR records to track this 4. Create pathways for young people enabling personal development and progression 5. Be responsible for the coordination of team young leader peer educators ensuring all necessary resources and support is provided 6. Ensure SSF values are at heart of all delivery and support the wellbeing and development of participants as well as delivery staff 7. Assist on SSF wellbeing working group |

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| **Partnerships** | |
| 1. Create meaningful and purposeful partnerships with schools, community youth groups, sport and physical organisations. 2. Build positive working relationships with new and existing local partners and seek opportunities for joined up working 3. Attend local networking events 4. Create content for best practice learning and sharing with partners 5. Work in collaboration with SAMH and other mental health professionals 6. Work closely with delivery partners ensuring relevant sharing of information and supported pathways into and out of SSF provision 7. Maintain ongoing dialogue with the Programme Manager on programme progress and areas for development | |
| **Product Development** | |
| 1. Research and write content for programme delivery with input from young people and in collaboration with manager and expert partner agencies 2. Analyse evaluation and evidence to inform future delivery 3. Contribute to ETC course content creation 4. Supporting with the creation of new module and workshop resources, ensuring high quality and consistency with existing materials 5. Identify partners to pilot new training and accreditation 6. Explore options to accredit new modules and support with the process 7. Delivery of new module content to interested local authority, private and third sector agencies | |
| **Service Delivery** | |
| 1. Ensure delivery is linked directly to outcomes and reflects young people’s and community needs 2. Tutoring courses where necessary and capable of delivering workshops to a wide range of people 3. Maintain accurate records of all programme delivery and outcomes 4. Complete monitoring and evaluation from outset of young person involvement 5. Report regularly on progress of outcomes to manager 6. Support Manager with production of quarterly and annual reports presenting the programme progress, outputs and outcomes 7. Ensure CRM system is kept up to date with participant, stakeholder, partner and funder information 8. Support with SSF wide delivery, such as linking with big sports events and competitions 9. Implementing criteria for funded courses -checking if course organisers are eligible, and updating criteria as required 10. Follow financial procedures for booking and receiving payment for ‘paid for’ module delivery 11. Handle enquiries, ensuring principles of good customer care are always observed | |
| **Infrastructure** | |
| 1. Consult with local community, young people and community partners and design programme delivery reflecting this 2. Implement and adhere to all health and safely, child protection and GDPR requirements. 3. Maintain good working relationships with all local partners ensuring high quality service and delivery 4. Create digital content to be shared via platforms such as Actify to share learning and support our own workforce development 5. Attend weekly team meetings to update and progress and allow for collaborative working | |
| **Marketing** | |
| 1. Have an @ssf twitter account and create social media content regularly 2. Lead on day to day communications ensuring high social media presence across all SSF platforms (Facebook, twitter, Instagram, linked in) 3. Plan and prepare press releases, blogs and case studies 4. Always ensure SSF branding visible to increase brand and programme recognition locally | |
| **Business Development** | |
| 1. Promote wellbeing workshops and ETC training to schools, youth groups, and local partners 2. Speak to school, local authority partners and promote wider services SSF offer as part of enterprise offer | |
| **Funding** | |
| 1. Support with small grant and trust fund applications for specific programmes 2. Support with content for large fund applications 3. Support planning and organisation of SSF Annual awards night 4. Support and champion all SSFs fundraising campaigns and ensure that programme teams have events built into annual plans | |

**Person Specification**

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| **Knowledge** | **Essential/Desirable** |
| Community development, youth work or sports degree or relevant  experience | E |
| Experience of creating meaningful and purposeful partnerships with schools, community youth groups, sport and physical organisations. | E |
| Experience of coordinating and developing mental health and wellbeing programmes | E |
| Relevant experience in recruiting and retaining young leaders as peer educators | E |
| Experience of design and delivery of training | E |
| ETC Tutor Trained / Sport Educator PDA or equivalent | D |
| Experience in delivering issue-based youth work | E |
| Experience in the design and delivery of sport and physical activity  Sessions | E |
| Experience in working with disengaged groups of young people and  the issues affecting them, particularly mental health and wellbeing | D |
| A passion for working with young people using sport and youth  work to support their development | E |
| Experience of delivering training and accreditation to various groups – both adults and young people | D |
| Knowledge and experience of working with school and community groups and partners within Glasgow City | D |
| Excellent interpersonal, organisational, and communication skills | E |
| Able to maintain accurate records in support of monitoring and  evaluation | E |
| Excellent IT skills and proficient with Microsoft Office applications | E |
| Ability to work using own initiative and as part of a team and prioritise workload | E |
| Funding application experience | D |
| Up to date with Child Protection and mental health and wellbeing training | D |
| PVG scheme member or willing to become one | E |
| Hold a current driver’s licence, business insurance and access to own car for work | E |